



Managers' Internal Control Program (MICP) Computer-Based Training (CBT) Course and Access Instructions





MICP Computer-Based Training Courses

- **The Army MICP - Internal Control Administrator (ICA) Course**

- Becoming An Internal Control Administrator (ICA)
- GAO Standards for Internal Controls in the Federal Government
- Internal Control Process
- Internal Control Evaluations
- Preparing Your Annual Statement of Assurance Cover Memorandum
- TAB A - How the Assessment was Conducted
- The Material Weakness Process
- Internal Controls in Army Regulations



- **The Army MICP - Senior Responsible Official (SRO) Course**

- GAO Standards for Internal Controls in the Federal Government
- MICP Process

- **The Army MICP - Assessable Unit Manager (AUM) Course**

- GAO Standards for Internal Controls in the Federal Government
- MICP Process
- Internal Control Evaluations



MICP Computer-Based Training Courses



- **The Army MICP - Managers Course**

- GAO Standards for Internal Controls in the Federal Government
- MICP Process
- The Material Weakness Process

- **The Army MICP - Personnel Conducting Evaluations Course**

- MICP Process
- Internal Control Evaluations
- The Material Weakness Process

- **The Army MICP - Internal Controls in Army Regulations Course**

- GAO Standards for Internal Controls in the Federal Government
- MICP Process
- Internal Controls in Army Regulations



MICP Computer-Based Training Courses

- All modules will require students to complete an exam (70% pass/fail). Upon successful completion of each module, the student will receive a generated certificate of completion.
- Future enhancements will include voice narration, review questions, graphics, etc.





MICP Computer-Based Training Courses

- The MICP CBT courses reside within AKO in the Army Learning Management System (ALMS). Access is available from:
 - AKO: <https://www.us.army.mil/suite/page/681663>
 - ASA(FM&C) website: Instructions for accessing the training can be found at:
<http://asafm.army.mil/offices/FO/IntControl.aspx?OfficeCode=1500>
- The following slides provide detailed instructions for accessing and registering for the MICP CBT courses.



Accessing the MICP Computer-Based Training Courses from AKO





MICP Computer-Based Training Courses

Step 1: Login to Army Knowledge Online (https://www.us.army.mil/)

Army Knowledge Online - Windows Internet Explorer


https://akologin.us.army.mil/suite/login/fcc/akologin.fcc?TYPE=33554433&REALMOID=06-15a8dc4d-24d1-1002-b3c9-849d4d880000&GUID=&SMAUTHREASON=0&METHOD=

File Edit View Favorites Tools Help

AKO Army Knowledge Online

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE **DKO DEFENSE KNOWLEDGE ONLINE**



A sniper team with 2nd Battalion, 23rd Infantry Regiment from Joint Base Lewis McChord, Wash., scans the area outside of a leaders' shura from a rooftop in Afghanistan Jan. 30. Photo by Staff Sgt. Shane Hamann, 102nd Mobile Public Affairs Detachment. (Photo by U.S. Army)

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- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of private communications, or work product, related to personal recreation or services by attorneys, psychotherapists, or clergy, and their advisers. Such communications and work product are private and confidential. See [User Agreement](#) for details.

I Accept

Done

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft O... | FOA-P ASOA 2013... | MICP CBT | Army Knowledge... | MICP CBT Instructi... | 1:36 PM

MICP Computer-Based Training Courses

Step 2: Select "Sign In"

Army Knowledge Online - Windows Internet Explorer


https://akologin.us.army.mil/suite/login/fcc/akologin.fcc?TYPE=33554433&REALMOID=06-15a8dc4d-24d1-1002-b3c9-849d4d880000&GUID=&SMAUTHREASON=0&METHOD=

File Edit View Favorites Tools Help

AKO Army Knowledge Online

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE DKO DEFENSE KNOWLEDGE ONLINE FOUO



U.S. Army Sgt. Andrew Barnett scans the area using the optic lens on his M14 enhanced battle rifle outside an Afghan border police observation point in Kunar province, Afghanistan, Jan. 28, 2013. Barnett is assigned to the 101st Airborne Division's 2nd Battalion, 327th Infantry Regiment, 1st Brigade Combat Team. U.S. Army photo by Sgt. Jon Heinrich (Photo by U.S. Army)

CAC/PIV Login I don't have a CAC/PIV

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader and click Sign in.

Sign in ☐ Low resolution ☐ Sign in directly to Webmail

Having trouble accessing AKO?

New to AKO? Sign up

Create Account with CAC

Create a new account

Like AKO/DKO Follow CPT AKO

About Help Terms

Army HRC MilBook Air Force Portal MarineNet Navy Enterprise Portal

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https://akocert.us.army.mil/suite/pages/reg/startRegistration.ext

Trusted sites | Protected Mode: Off 100%

Start Inbox - Microsoft O... FOA-P ASOA 2013... MICP CBT Army Knowledge MICP CBT Instructi...

1:38 PM



MICP Computer-Based Training Courses

Step 3: Select from the “Self Service” drop down menu, “My

Army Knowledge Online - michelle.doyle (CAC Session) - Windows Internet Explorer

https://www.us.army.mil/suite/designer

File Edit View Favorites Tools Help

Army Knowledge Online - michelle.doyle (CAC Session)

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE FOUO

Home My Account Favorites Quick Links Self Service

Search... AKO Content Search

Add to Favorites Options

My Education (Related Content)

AKO Home > My Education > My Education

CIO G-6 Army Cyber Directorate

Click here to view the latest Army Training and Certification

IA Scholarship Program, ALARACT CY12-13

The Army e-Learning Program

Free for Active Army Soldiers, Army National Guard, and Army Reserve Soldiers. OVER 5,000 IT, BUSINESS, LEADERSHIP AND MANAGEMENT COURSES

Army e-Learning

View the Army e-Learning Catalog

CLICK HERE TO ACCESS THE ARMY e-LEARNING CATALOG AND REGISTER FOR AND LOG ON TO COURSES

For assistance with Army e-Learning, please contact army.elearning@us.army.mil

FREE ON-LINE WEB-BASED COURSES FOR ARMY EMPLOYEES

Antivirus Services

DA Pubs & Forms

My Benefits

My Clothing

My Doctrine

My Education

My Finance

My Legal

My Library

My Medical

My Personnel

My Safety

My Security

My Training

My Transition

My Travel

My Weather

More Self Service

The Army Learning Management System (ALMS)

ALMS ARMY LEARNING MANAGEMENT SYSTEM

Access the ALMS or click the logo above

IN ORDER TO USE THE ALMS, YOU MUST DISABLE THE POP-UP BLOCKER IN THE INTERNET BROWSER OPTIONS TAB.

THE ALMS, AN INTEGRAL COMPONENT OF THE ARMY DISTRIBUTED LEARNING SYSTEM (DLS), AND IS THE ARMY'S AUTOMATED SYSTEM FOR INDIVIDUAL TRAINING MANAGEMENT. THE ALMS DELIVERS TRAINING TO SOLDIERS AND DA CIVILIANS, MANAGES TRAINING INFORMATION, PROVIDES TRAINING COLLABORATION, SCHEDULING, AND CAREER PLANNING CAPABILITIES IN BOTH RESIDENT AND NON-RESIDENT TRAINING ENVIRONMENTS.

- FOR TECHNICAL ASSISTANCE WITH THE ALMS: ARMY TRAINING HELP DESK OR CALL THE ALMS HELP DESK AT 1-757-878-4745 (DSN 826-4745)
- FOR HELP WITH COURSE REGISTRATION, SEARCHING THE TRAINING CATALOG OR LAUNCHING A COURSE IN THE ALMS, VIEW OUR DEMO TO HELP YOU GET STARTED!
- *NOW AVAILABLE* ALMS METRIC REPORTS
- COURSEWARE DEVELOPERS - ALMS COMPLIANT DEVELOPMENT
- ALMS CHANGE REQUEST PROCESS - CHANGE REQUEST FORM
- USING INTERNET EXPLORER 7 - DOD SECURITY CERTIFICATES MUST

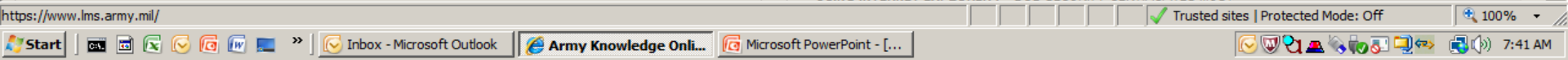
Online

Trusted sites | Protected Mode: Off

100%



Army Knowledge Online - michelle.doyle (CAC Session) - Windows Internet Explorer





MICP Computer-Based Training Courses

Step 5: Select "Catalog Search"

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Michelle Doyle

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans Training My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Welcome Michelle Doyle

Click the "Browser Setting" button on the bottom left to be sure your pop-up blocker is disabled. Browser pop-up windows must be enabled.

Internet Explorer Users: Click the "Browser Settings" button to make adjustments.

To see what is new in ALMS 3.1 [click here.](#)

To see current ALMS announcements (Updated March 21, 2012) [click here.](#)

Catalog Search
Search for Training here

Current Enrollments
Training I am currently enrolled in

Detailed Training Records
Training I have completed

ACCP Search
Search for ACCP Training here

Assigned Tasks
Tasks I am responsible for

Collaborative Army Training (CAT)

Browser Setting
Check Browser Setting requirements

Course Map
Training requirements, Course progress and Certification status

Links
Help Center
ALMS Tutorial | Blackboard | ATRRS

javascript:void('currentEnrollment')

Trusted sites | Protected Mode: Off 100%



MICP Computer-Based Training Courses

Step 6: Type "%internal control" as shown below and select

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Michelle Doyle

U.S. ARMY ALMS THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments Training Catalog Search Browse Knowledge Base All Training Activity Training Requests Approvals Inbox

Search

Advanced Search | Search Tips | Search Preferences

Course Iteration: [%internal control] Search

Starting: In Next Six Months Locations: Any Location

© ALMS Build Release 3.5.0

Trusted sites | Protected Mode: Off 100%

Start | Outlook | Army Knowledge Online | Microsoft PowerPoint | ALMS - Windows Inte... | 7:47 AM



MICP Computer-Based Training Courses

Step 7: ALMS displays the 6 MICP courses. Select "Register" for the course that you wish to enroll

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

Advanced Search | Search Tips | Search Preferences

Course Iterations: [%internal control] Search

☐ Show exact matches only

Starting: In Next Six Months Locations: Any Location

Showing first 10 out of 11 results for "%internal control"

Sort by: Relevance Page 1 2 10 results per page

The Army Managers' Internal Control Program (MICP) - Internal Controls in Army Regulations Course

The Army Managers' Internal Control Program (MICP) - Internal Controls in Army Regulations Course. Functional proponents writing regulations must be familiar with various facets of the MICP. This ...

[Register](#)

The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course

The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course. The ICA must be familiar with various facets of the program. This course will discuss the roles and ...

[Register](#)

The Army Managers' Internal Control Program (MICP) - Managers Course

The Army Managers' Internal Control Program (MICP) - Managers Course. Managers Army-wide will benefit by familiarizing themselves with the MICP. This course will discuss the internal control proc ...

[Register](#)

The Army Managers' Internal Control Program (MICP) - Senior Responsible Official (SRO) Course

The Army Managers' Internal Control Program (MICP) - Senior Responsible Official (SRO) Course. The SRO ...

[Register](#)

Refine/Expand search results

- Resource Type: Course Iterations ☒
- Price: Any ☒ ☐ Show free resources only
- Categories: Any ☒

Trusted sites | Protected Mode: Off | 100%

Start | Outlook | Army Knowledge Online - ... | Microsoft PowerPoint - ... | ALMS - Windows Inte... | 8:00 AM



MICP Computer-Based Training Courses

Step 8: Create Order - here you will see a list of the modules that you must complete. At the bottom of the screen, select "Continue

Enrollments

Training Catalog

Search

Browse Knowledge Base

All Training Activity

Training Requests

Approvals Inbox

Create Order

Select the choices for your Course Iteration

Name

The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course

Number

00005915

Description

The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course. The ICA must be familiar with all facets of the program. This course will discuss the roles and responsibilities of the ICA; Government Accountability Office (GAO) standards for internal controls in the federal government; the internal control process; internal control evaluations; formatting your cover memorandum and TAB A of the annual statement of assurance; the material weakness process and internal controls in Army Regulations.

Item 1: The Army Managers' Internal Control Program - ICA Course_Letter of Instruction

Print

Export

Modify Table

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	The Army Managers' Internal Control Program - ICA Course_Letter of Instruction	00017592	Web Based Training		English			

Process

Item 8: The Army Managers' Internal Control Program_GAO Standards for Internal Controls in the Federal Government

Print

Export

Modify Table

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	The Army Managers' Internal Control Program_GAO Standards for Internal Controls in the Federal Government	00018558	Web Based Training		English			

Item 9: The Army Managers' Internal Control Program_Internal Controls in Army Regulations

Print

Export

Modify Table

Select	Title	ID, Version	Type	Location	Language	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	The Army Managers' Internal Control Program_Internal Controls in Army Regulations	00018560	Web Based Training		English			

Continue Registration

Cancel



MICP Computer-Based Training Courses

Step 9: Registration Confirmation - Select "Go to

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Michelle Doyle

U.S. ARMY

ALMS

THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans Training My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments Training Catalog Search Browse Knowledge Base All Training Activity Training Requests Approvals Inbox

Registration Confirmation

Printer Friendly Version

Order Contact

Michelle Doyle

Billed To

Other

Order Status

Confirmed

Order Number

08306793

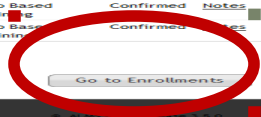
Order Items

Title	Learners	Delivery Type	Status	Actions
<input checked="" type="checkbox"/> The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course	Michelle Doyle			
..... The Army Managers' Internal Control Program_Becoming an ICA		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Internal Control Process		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Internal Control Evaluations		Web Based Training	Confirmed	Notes

Order Items

Title	Learners	Delivery Type	Status	Actions
<input checked="" type="checkbox"/> The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course	Michelle Doyle			
..... The Army Managers' Internal Control Program_Becoming an ICA		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Internal Control Process		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Internal Control Evaluations		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Preparing Your ASDA Cover Memo		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_The Material Weakness Process		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_GAO Standards for Internal Controls in the Federal Government		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Internal Controls in Army Regulations		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program - ICA Course_Letter of Instruction		Web Based Training	Confirmed	Notes
..... The Army Managers' Internal Control Program_Tab A How the Assessment Was Conducted		Web Based Training	Confirmed	Notes

Go to Enrollments





The image is a screenshot of a Microsoft Outlook email client window. The title bar at the top reads "You have registered for The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course successfully - Message (Plain Text)". Below the title bar is a ribbon with tabs for "Message" and "Adobe PDF". The "Message" tab is active, showing a set of icons for email actions: Respond (Reply, Reply to All, Forward), Actions (Delete, Move to Folder, Create Rule, Other Actions), Junk E-mail (Block Sender, Safe Lists, Not Junk), Options (Categorize, Follow Up, Mark as Unread), and Find (Find, Related, Select). The email header shows the following information: From: DoNotReply@dls.army.mil; To: Doyle, Michelle L CIV (US); Cc: ; Subject: You have registered for The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course successfully. The email body contains the following text: "Welcome, Michelle Doyle. You have been enrolled in The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course Course which is managed by the Army Learning Management System (ALMS). To access the ALMS, log in to AKO and select 'My Training' from the Self Service drop-down menu. The ALMS is also available on the 'My Education' page. On either page, locate the ALMS box and click on the ALMS logo. Courseware can be launched from within the Enrollments Page accessed via the 'Current Enrollments' Button, or from the 'Training' Tab located on the Horizontal Tab Bar. From the ALMS Homepage you may click the ALMS Tutorial link in the 'Links' Button to gain insight of ALMS functionality. For help in operation of ALMS, click on the 'Help' link at the right of the top edge of the ALMS Homepage, where you can access detailed instructions for ALMS functions. If the Help or Tutorial information does not serve your needs and you need further assistance in using ALMS, please contact The Army Training Help Desk (ATHD), <https://athd.army.mil>, and use the 'Ask a Question/Submit a Comment' tab to access help Note: Personnel taking Civilian Education System (CES) Foundation, Basic, or Supervisory Development courses should remain in the ALMS to view the course content, take tests, and complete all course requirements." The taskbar at the bottom of the screen shows several open applications: Start, Outlook (Inbox - Microsof...), Army Knowledge..., Microsoft Power..., ALMS - Windows ..., 4 Reminders, and You have regis... The system clock in the bottom right corner shows 8:14 AM.



MICP Computer-Based Training Courses

Step 11: "My Enrollments" - Select "Launch" (please note, some courses contain more than one module - you must complete all modules, to include the Letter of Instruction, in order to acquire a completion record for the

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Michelle Doyle

U.S. ARMY ALMS THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments

Training Catalog
All Training Activities
Training Requests
Approved Courses

Please note, I have selected to sort by registration date. Click down area to select a different

My Enrollments

Cataloged Learning External Learning

Sort By Registration Date Group courses by course/phase/certifications and curricula

Title Search

The Army Managers' Internal Control Program_Internal Controls in Army Regulations (00018560)

Duration: 00:00 hours
Status: Confirmed (Registration Date: 04/09/2012)
Course Iteration Name: The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course

Content: The Army Managers' Internal Control Program_Internal Controls in Army Regulations Launch

Status: Not Evaluated (Unlimited attempts)

Content: The Army Managers' Internal Control Program (MICP) - Internal Controls in Army Regulations Exam Launch

Launch more actions

Trusted sites | Protected Mode: Off 100%



MICP Computer-Based Training Courses

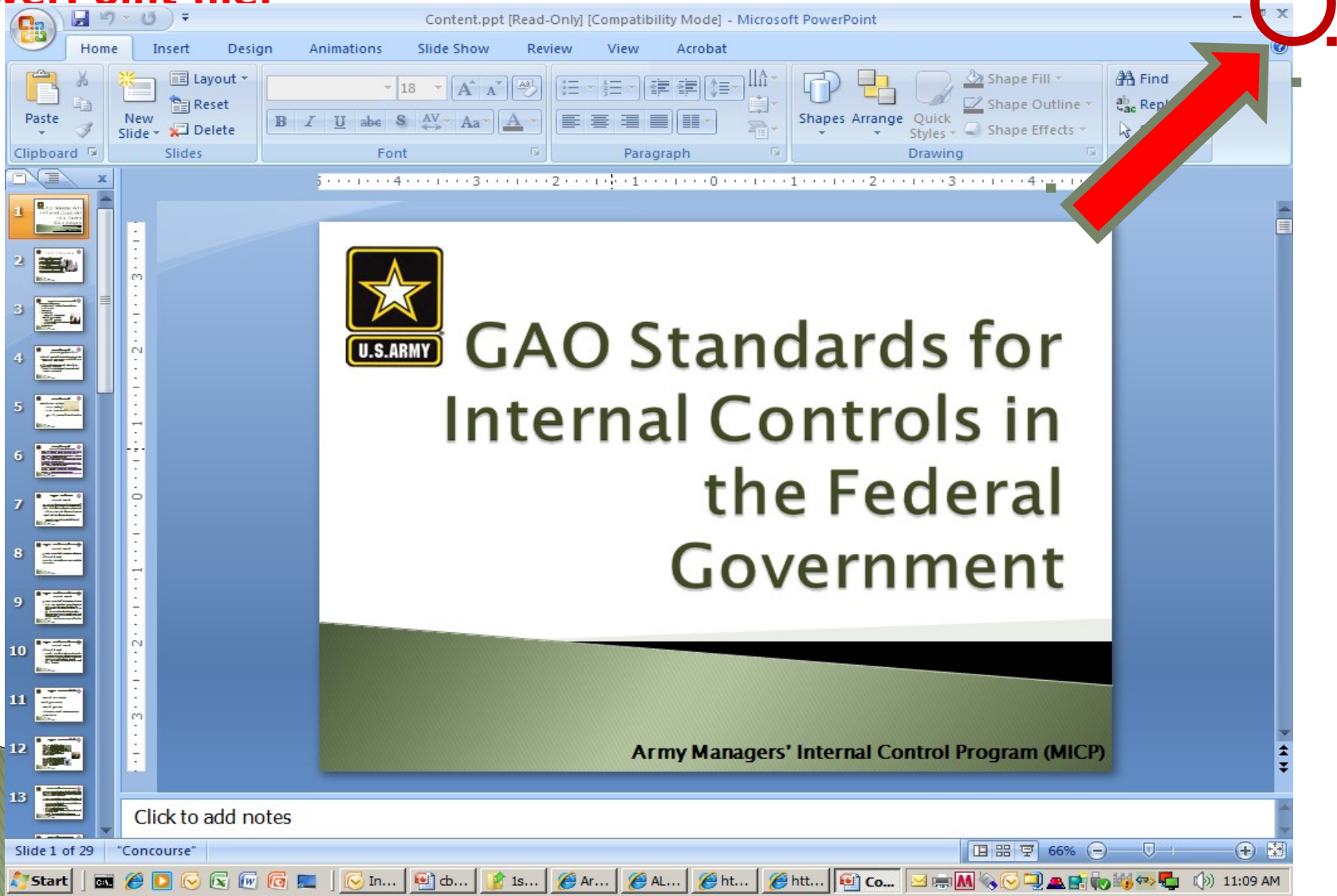
Step 12: After selecting “Launch”, the dialogue box below will appear. Click “open” or if you prefer, you can “save” the file to your computer.

The screenshot displays a Microsoft PowerPoint window titled "MICP CBT Instructions_ALMS 3.1_9Apr12.ppt [Compatibility Mode] - Microsoft PowerPoint". The main content area shows a web browser window with the URL <https://www.lms.army.mil/?caller=%2Fcontent%2FcontentDetail.rdf&contextId=ctctx0000002239498348>. The page features the "saba" logo and a "Table of Contents" section with links: [The Army Managers'](#), [Internal Control](#), [Program_Internal](#), [Controls in Army](#), and [Regulations](#). A "File Download" dialog box is open, asking "Do you want to open or save this file?". The file details are: Name: Content.ppt, Type: Microsoft Office PowerPoint 97-2003 Presentation, From: www.lms.army.mil. The "Open" button is circled in red, and a red arrow points to it. Below the buttons, there is a checkbox labeled "Always ask before opening this type of file" which is checked, and a warning message: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)". The status bar at the bottom indicates "Slide 18 of 35" and "Concourse".



MICP Computer-Based Training Courses

Step 13: Review course material. When finished, close MS PowerPoint file.





MICP Computer-Based Training Courses

Step 14: Close window by clicking "x".

The screenshot shows a Microsoft PowerPoint application window titled "cbt-instruct.ppt [Compatibility Mode] - Microsoft PowerPoint". The "Drawing Tools" tab is active. The main content area displays a web browser window titled "https://www.lms.army.mil/?caller=%2Fcontent%2FcontentDetail.rdf&contextId=ctctx000000043469122& - Windows Internet Explorer". The browser window shows the Saba Software Inc. logo and a "Table of Contents" for a training course titled "The Army Managers' Internal Control Program_GAO Standards for Internal Controls in the Federal Government". A red arrow points to the "Close" button (marked with an "x") in the top right corner of the browser window. The "Close" button is also labeled "Close" below it. The browser window also shows links for "Reference", "Email", "Help", and "Print". The PowerPoint status bar at the bottom indicates "Slide 21 of 24" and "Concourse". The Windows taskbar at the very bottom shows the Start button and several open applications, including "Inb...", "cbt-i...", "1st ...", "Arm...", "ALM...", "http...", and "http...". The system clock shows "11:14 AM".



Step 15: To complete the Exam, click on “Go to Enrollments”.

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

The Army Managers' Internal Control Program_Internal Control Evaluations (00017554)

Enrollments

Training Catalog

All Training Activity

Training Requests

Approvals Inbox

Delivery Type: Web Based Training

More Actions

Go to Enrollments

Add to Plan

Request Offering

View Confirmation

Drop

Main Learning Assignments Associated Learning

Completion Status: Not Evaluated

Score: 0

Learning Assignments

Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
The Army Managers' Internal Control Program_Internal Control Evaluations	Content Module	Required	Attempts Allowed: Unlimited	Successful	03/18/2011	more actions
The Army Managers' Internal Control Program (MICP) - Internal Control Evaluations Exam	Content Module	Required	Attempts Allowed: Unlimited Mastery Score: 70.00	Not Evaluated		more actions

Trusted sites | Protected Mode: Off

100%

7:27 AM



MICP Computer-Based Training Courses

Step 16: To continue with Exam, click on “Launch”.

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments

Training Catalog
All Training Activity
Training Requests
Approvals Inbox

My Enrollments

Cataloged Learning External Learning

Sort By Registration Date ☐ Group courses by course/phase/certifications and curricula

Title Search

The Army Managers' Internal Control Program_Internal Controls in Army Regulations (00018560) Launch more actions

Duration: 00:00 hours
Status: Confirmed (Registration Date: 04/09/2012)
Course Iteration Name: The Army Managers' Internal Control Program (MICP) - Internal Control Administrators (ICA) Course

Content: The Army Managers' Internal Control Program_Internal Controls in Army Regulations Launch

Status: Successful (Unlimited attempts)

Content: The Army Managers' Internal Control Program (MICP) - Internal Controls in Army Regulations Exam Launch

Status: Not Evaluated (Unlimited attempts)

The Army Managers' Internal Control Program_GAO Standards for Internal Controls in the Federal Gover... (00018558) Launch more actions

Duration: 00:00 hours

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft Outl... | Army Knowledge Onli... | ALMS - Windows In... | 4 Reminders | MICP CBT Instructions... | 8:25 AM



Step 17: To continue with Exam, click on “Next”.

The screenshot displays a PowerPoint presentation slide (Slide 23 of 34) that contains a screenshot of a web browser window. The browser window shows the 'The Army Managers' Internal Control Program (MICP) - Internal Controls in Army Regulations Exam' page. The page layout includes a 'Table of Contents' on the left, a main content area with a title and a 'Contents' section, and a 'Next' button circled in red. A large red arrow points to the 'Next' button. The browser address bar shows the URL: https://www.lms.army.mil/?caller=%2Fcontent%2FcontentDetail.rdf&contextId=ctcbx000000223949834& - Windows Internet Explorer. The PowerPoint interface includes the ribbon (Home, Insert, Design, Animations, Slide Show, Review, View, Arrobat) and the taskbar at the bottom.



MICP Computer-Based Training Courses

Step 18: Complete the Exam - when finished, click on "Submit".

**The Army Managers' Internal Control Program (MICP) -
{Title of Training Course} Exam**

**The exam consists of a series of multiple choice questions.
When done, click on "Submit".**



MICP Computer-Based Training Courses

Step 19: Exam score is shown below.

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Mic

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments
Training Catalog
All Training Activity
Training Requests
Approvals Inbox

The Army Managers' Internal Control Program_Internal Control Process (00017553)

Delivery Type Web Based Training

More Actions
[Go to Enrollments](#)
[Add to Plan](#)
[Request Offering](#)
[View Confirmation](#)

Main Learning Assignments Associated Learning

Completion Status Successful

Score 100

Learning Assignment

Print Export Modify Table

Done

Trusted sites Protected Mode: Off 100%

Start | Inbox - Microso... | Army Knowledg... | MICP CPT Instr... | ALMS - Windo... | 7:44 AM



MICP Computer-Based Training Courses

Step 20: Certificate of completion may be printed by selecting "All Training Activity".

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

My Home Calendar Terms of Use Help Log Out Welcome Mic

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments

All Training Activity

Training Request Approvals Inbox

The Army Managers' Internal Control Program_Internal Control Process (00017553)

Web Based Training

More Actions

- Go to Enrollments
- Add to Plan
- Request Offering
- View Confirmation

Main Learning Assignments Associated Learning

Completion Status	Successful
Score	100

Learning Assignments

Print | Export | Modify Table

Done

Trusted sites | Protected Mode: Off

100%

Start

Inbox - Microso...

Army Knowledg...

MICP CPT Instr...

ALMS - Windo...

7:44 AM



MICP Computer-Based Training Courses

Step 21: Click on “My Detailed Training Records”.

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

U.S. ARMY THE ARMY LEARNING MANAGEMENT SYSTEM

My Home Individual Training Plans **Training** My Reviews My Tasks and Gap Analysis Communities My Profile Reports

Enrollments
Training Catalog
All Training Activity
My
Course/Phase/Certifications
My Detailed Training Records
My Detailed Training Records
Order History
Training Requests
Approvals Inbox

My Course/Phase/Certifications

View the course/phase/certifications that have been assigned to you. For suggestions of additional certifications you can complete, [see recommendations](#).

Course/Phase/Certifications External Course/Phase/Certifications

Search Required Course/Phase/Certifications Only ☒

[Configure](#) [Save Search Query](#) [Search](#)

Course/Phase/Certifications [Add Course/Phase/Certification](#) [Print](#) [Export](#) [Modify Table](#)

Name	Version	Selected Path (% Complete)	Status	Assigned By	Target Date	Actions
ALMS 2.0 Course Manager Training (Web-Based)		<div><div></div></div> Phase 1 - 50% Completed	In progress	FN_AKO_USR LN_AKO_USR		Actions
GAO Standards for Internal Controls in the Federal Government		<div><div></div></div> GAO Standards for Internal Controls in the Federal Government - 100% Completed	Acquired	FN_AKO_USR LN_AKO_USR		Actions
NO FEAR TRAINING		<div><div></div></div> Phase 1 - 0% Completed	Assigned	FN_AKO_USR LN_AKO_USR		Actions

javascript:void(menuItemWidgetsabaFn_Transcripts')

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsof... | Army Knowledg... | ALMS - Windo... | MICP CBT Instru... | 10:21 AM



MICP Computer-Based Training Courses

Step 22: Click on "Print Certificate of Completion".

ALMS - Windows Internet Explorer

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

ALMS

Enrollments
Training Catalog
All Training Activity
My Course/Phase/Certifications
My Curricula
My Detailed Training Records
Continuing Education
Order History
Training Requests
Approvals Inbox

My Detailed Training Records

View the offerings you have completed. For suggestions of additional offerings you can complete, [see recommendations](#).

The My Detailed Training Record page shows COMPLETED training. You can use the date and title fields to list training completed within that range of dates. Click the View Content link to display Results by Module.

Active Inactive

Completion Date after: 12/18/2010
Completion Date before: 03/18/2011
Delivery Type: All
Title:

Search

Transcripts

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Score	Grade	Course Iteration Name	Credits
The Army Managers' Internal Control Program - AUM Course Letter of Instruction		Web Based Training	01/04/2011	Successful Print Certificate of Completion	01/04/2011	0		The Army Managers' Internal Control Program (MICP) - Assessable Unit Manager (AUM) Course Print Certificate of Completion	
The Army		Web	03/17/2011	Successful	03/18/2011	0		The Army Managers'	

Print | Export | More

Start | Taskbar | Tray | 8:15 AM

Please note, certificates are available after each completed module. Upon completion of all modules, you will be able to print an overall certificate of completion for the entire course.




MICP Computer-Based Training Courses

Step 23: A separate window will open and your certificate will be displayed.

https://www.stage1.reports.lms.army.mil/ - Crystal Report Viewer - Windows Internet Explorer

Group Tree | 1 / 1 | 100%

pckge0000000000008883



DEPARTMENT OF THE ARMY

CERTIFICATE OF TRAINING

This is to certify that

Your Name

has successfully completed

COURSE ID - 00006336

**COURSE TITLE - The Army Managers' Internal Control Program
(MICP) - Assessable Unit Manager (AUM) Course**

Unknown Zone (Mixed) | Protected Mode: Off | 100%

Start | 0% | Internet Explorer | Windows Media Center | Mail | MICP CPT ... | Army Kno... | ALMS - Wi... | https://w... | 8:23 AM



MICP Computer-Based Training Courses

Step 24: After clicking "Print", a "Print to PDF" dialogue box appears. Click "Export".

The screenshot shows a web browser window displaying a report from the Crystal Report Viewer. The report content includes the Department of the Army seal, the text "THE ARMY TRAINING", and course information: "COURSE ID - 00000006" and "COURSE TITLE - The Army Managers' Internal Control Program (MICP) - Assessable Unit Manager (AUM) Course". A "Print to PDF" dialog box is open in the center, with the "All" radio button selected under "Page Range". The "Export" button at the bottom of the dialog is circled in red, and a red arrow points to it. Another red arrow points to the "Print" icon in the browser's toolbar. The browser's address bar shows the URL "http://www.stage1.reports.lms.army.mil/". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Mi...", "MICP CPT ...", "Army Kno...", "ALMS - Wi...", and "https://w...". The system clock shows "8:24 AM".




MICP Computer-Based Training Courses

Step 25: Click "Open".

https://www.stage1.reports.lms.army.mil/ - Crystal Report Viewer - Windows Internet Explorer

Group Tree | 1 / 1 | 100% |


pckge000000000008883



ARMY
TRAINING

File Download

Do you want to open or save this file?

 Name: SabaReportViewer.pdf
Type: Adobe Acrobat Document
From: www.stage1.reports.lms.army.mil

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

COURSE ID - 00006336

COURSE TITLE - The Army Managers' Internal Control Program (MICP) - Assessable Unit Manager (AUM) Course



MICP Computer-Based Training Courses


Step 26: Print certificate.

SabaReportViewer[1].pdf - Adobe Acrobat Standard

File Edit View Document Comments Forms Tools Advanced ApproveIt Window Help

Create PDF Combine Files Export Secure Sign Review & Comment

1 / 1 50% Find



DEPARTMENT OF THE ARMY

CERTIFICATE OF TRAINING

This is to certify that

Your Name

has successfully completed

COURSE ID - 00006336

**COURSE TITLE - The Army Managers' Internal Control Program
(MICP) - Assessable Unit Manager (AUM) Course**

GIVEN AT 03/18/2011

DA FORM 87, 1 OCT 78

Project Director
Distributed Learning System

Start Outlook Internet Explorer Mailbox MICP C... Army K... ALMS -... https://... SabaR... 8:27 AM



MICP Computer-Based Training Courses

Army Training Help Desk **(ATHD)**



ALMS Helpdesk:
757-878-4745
DSN 826-4745

If you have questions or problems with ALMS, please submit an electronic ticket”:

<https://athd.army.mil> or click the “Help Center link”
click the “Ask a question/submit a comment” tab and complete the electronic form. For the Category drop-down, you should choose “Army Learning Management System (ALMS).”



MICP Computer-Based Training Courses

The MICP Staff can be reached at:

**usarmy.pentagon.hqda-asa-
fm.mbx.army-mngrs-internal-cntl-
prog@mail.mil**